

**SMALL WORKS ROSTER
INTERAGENCY AGREEMENT**
WSPRC Contract #: IA 507-067

In accordance with your request dated March 28, the Division of Engineering and Architecture (EAS) is pleased to provide the Department of General Administration's Small Works Roster (SWR) to Washington State Parks and Recreation Commission for contractor solicitation. This delegated (SWR) authority is for Public Works projects valued up to \$200,000.00 and is effective through June 30, 2007, unless it is otherwise modified.

Jo Ann Cabiao, the EAS Small Works Roster coordinator that will provide oversight for your SWR utilizations. Jo Ann may be contacted by phone at (360) 902-7231 or e-mail address [jcabiao@ga.wa.gov]. The conditions of this delegated authority are listed below:

1. Contractor solicitation procedures established in RCW 39.04.155 for "Small Works Roster Procedures and Limited Public Works Process" must be followed.
2. The SWR list is available on the Internet. The EAS web site address is:
 - <https://fortress.wa.gov/ga/inet/EAS/firmslogin.htm>
 - The logon ID is the e-mail address of the person making the query;
 - The password is "firmslist".
3. Apply desired criteria to the SWR contractor query and prepare a preliminary listing for your evaluation. Firms may be added to the SWR by EAS by contacting Jo Ann Cabiao.
4. When the final SWR list is run from the Internet you must follow the following rules:
 - All firms from the list must be contacted.
 - The list must have a minimum of five (5) firms to be contacted to ensure competitiveness.
 - The solicitation must include a minimum of one (1) MBE and one (1) WBE firm.
5. In accordance with Chapter 39.19 RCW voluntary MWBE goals of 10% MBE and 6% WBE are to be established for each project under this delegated Authority.
6. Responsibility Criteria may be utilized for complex/specialized projects should the agency deem it necessary. Please contact EAS's Contracts Specialist at (360) 902-7272 for further information.
7. Once you have established your SWR roster, notify all the contractors on your list via e-mail asking them if they would like to bid your project. Give them 24 hours to respond. Check-off those firms on your roster that do not respond to your e-mail. Send a bid package (by mail or e-mail) to all the responding contractors. If you choose to utilize an on-line electronic bid package provider, list the firms' web address in your initial notification and instruct your SRW contractors to access the bid documents on-line. Create a contract folder and insert your Small Works Roster listing and the bid proposals into the file.
8. Award must be made to the responsive and responsible low bidder.

- A. A bid will be considered responsive if it meets the following requirements:
- It is received at the proper time and place.
 - It meets the stated requirements of the bid proposal.
 - It is submitted by a licensed/registered contractor within the State of Washington at the time of bid opening and is not banned from bidding by the Department of Labor and Industries.
 - It is accompanied by a bid guarantee, if required.
- B. A bid will be considered responsible if it meets the following requirements:
- It meets an overall accounting of the responsibility criteria established for the project.
 - If the apparent low bidder does not meet the responsiveness criteria, please contact EAS's Contracts Specialist at (360) 902-7272 for advice.

9. All public works statutes, building codes, permits, and other public agency approvals must be complied with.

10. Hold Harmless

Each party to this agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents. No party to this agreement shall be responsible for the acts and/or omissions of entities or individuals not a party to this agreement.

11. All Writings Contained Herein

The Department of General Administration is the lead entity responsible for implementing the SWR provisions established in RCW 39.04.155. This SWR delegated authority is for contractor solicitation only. Washington State Parks and Recreation Commission is responsible for all other project activities.

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any information hereto.

Agreed to and signed by:

Washington State Parks and
Recreation Commission

Department of General Administration,
Engineering & Architectural Services

Larry Fairleigh
Assistant Director

John W. Lynch, P.E.
Assistant Director

Date

Date